

Building Permit Application Requirements

1. Provide the building Department with a copy of the recorded conveyance deed or deeds for the property, naming all owners as filed with the Gunnison County Clerk and Recorder's Office.
2. All applications, including Building permit Applications, must be filled out in the name of the property owner(s) and signed by all of the owners of record or by another person with written legal authority of the owner(s). This agent will have to be named in a Limited Power of Attorney. See Municipal Code section 16-20-10.
3. A written Limited Power of Attorney is required when another person has the ability to legally represent any permits, approvals, conditions or other decisions under zoning code section 16-20-10. The means that if the owner(s) of record will not attend the DRC or BOZAR meetings where application approvals are sought, a limited Power of Attorney is required for an agent (designer, architect, friend or family member) who will represent all of the owner's interests and make decisions on their behalf.
4. A limited Power of Attorney form is included for convenience. Please ensure all signatures on the POA are notarized. The Building Department will accept a faxed copy of the POA for plan submittal. The originally signed document must be provided to the building Department by the first DRC meeting and prior to the publication of the plan request in the news paper.